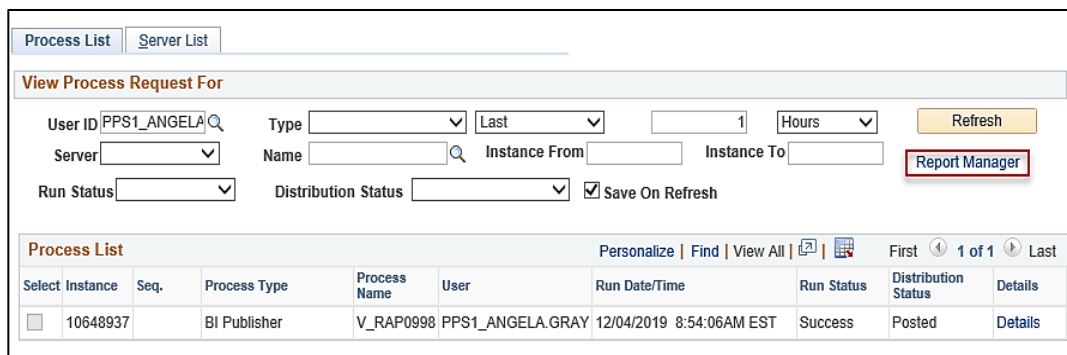


**12/9/2019: Email sent to all Cardinal Fiscal Officer and Cardinal Financial/HCM users for VDOT**  
**Subject:** Cardinal Upgrade Impacts for VDOT Users

In this communication you will find details regarding the most impactful changes Cardinal Financials/HCM users will see after the deployment of technical upgrades on **Tuesday, December 10, 2019**. Outlined below are some general impacts, module-specific impacts for Accounts Receivable, General Ledger, Project Accounting, and Procurement, a screenshot of the change where appropriate, and the corresponding updated course materials and job aids. There were no significant changes to Accounts Payable or Time & Attendance.

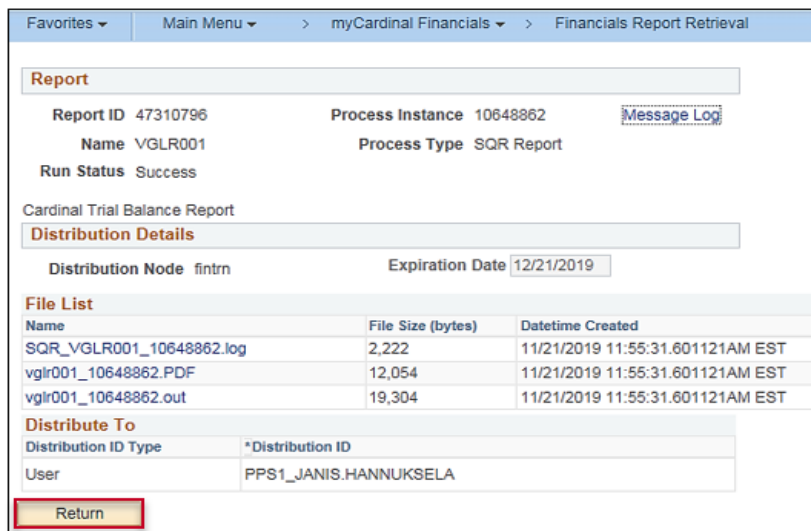
### General Impacts

- Navigation has been simplified when running reports. A brief summary is below:
  - New **Report Manager** link displays on the **Process Monitor – Process List** page when a report is run in Cardinal. This link provides easy access to the **Report Manager** page without the additional navigation.



Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	10648937		BI Publisher	V_RAP0998	PPS1_ANGELA.GRAY	12/04/2019 8:54:06AM EST	Success	Posted	<a href="#">Details</a>

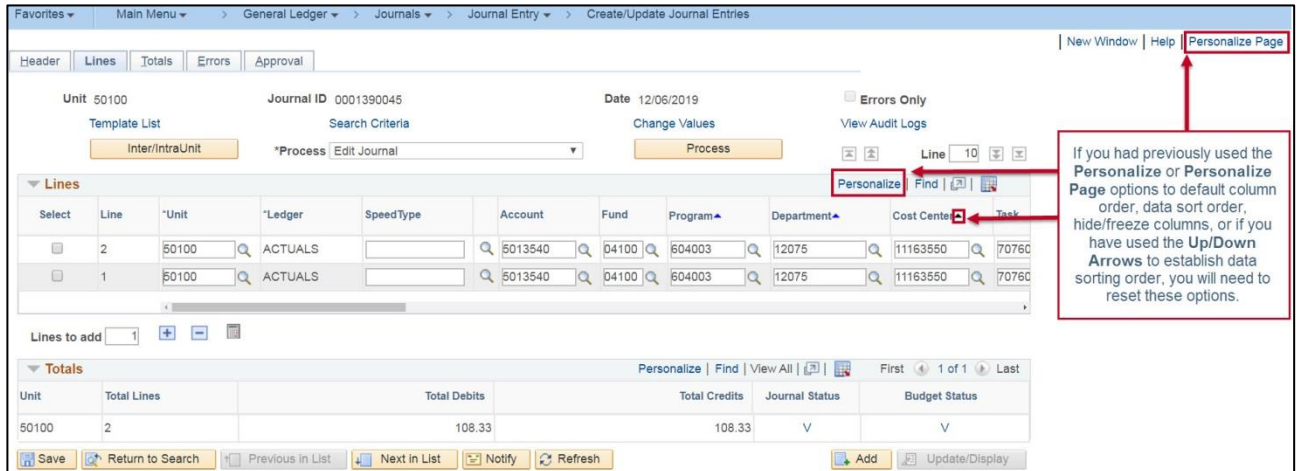
- New **Return** button is available on the **Report Details** page, which brings the user back to the **Report Manager** listings.



Name	File Size (bytes)	Datetime Created
SQR_VGLR001_10648862.log	2,222	11/21/2019 11:55:31.601121AM EST
vglr001_10648862.PDF	12,054	11/21/2019 11:55:31.601121AM EST
vglr001_10648862.out	19,304	11/21/2019 11:55:31.601121AM EST

**Updated Course:** [NAV220: Cardinal Reporting](#) (Pages 19; 43)

- **Grid Personalization:** After the upgrade, any user-created grid personalization (used to set field order or sorting order on a page) will revert back to the Cardinal default and will need to be reapplied if desired.



Unit 50100 Journal ID 0001390045 Date 12/06/2019

Template List Search Criteria Change Values

Inter/IntraUnit \*Process Edit Journal Process

Errors Only View Audit Logs

Personalize Find | [Icon] [Icon]

Line 10

Personalize Find | [Icon] [Icon]

If you had previously used the Personalize or Personalize Page options to default column order, data sort order, hide/freeze columns, or if you have used the Up/Down Arrows to establish data sorting order, you will need to reset these options.

Select	Line	Unit	Ledger	Speed Type	Account	Fund	Program	Department	Cost Center	Task
<input type="checkbox"/>	2	50100	ACTUALS		5013540	04100	604003	12075	11163550	70760
<input type="checkbox"/>	1	50100	ACTUALS		5013540	04100	604003	12075	11163550	70760

Lines to add 1

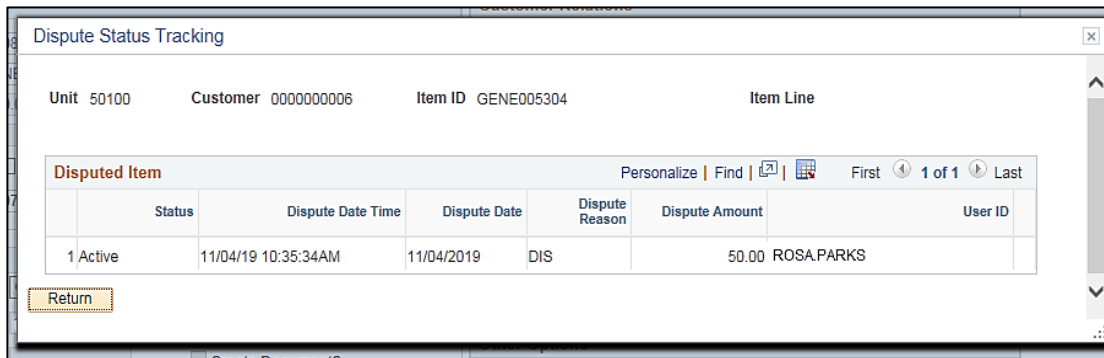
Personalize Find | View All | [Icon] [Icon] First 1 of 1 Last

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
50100	2	108.33	108.33	V	V

Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display

### Accounts Receivable (AR)

- New **Dispute** link displays on the **View/Update Item Details** page after a dispute has been entered and saved. This link, when clicked, opens a pop-up window, **Dispute Status Tracking** and includes the following fields:
  - **Status:** Status of the dispute (**Active** or **Inactive**)
  - **Dispute Date Time:** Date and time the dispute was added/removed
  - **Dispute Date:** Date dispute was added/removed
  - **Dispute Reason:** Dispute reason (currently only one value – **DIS**)
  - **User ID:** ID of the person that entered or removed the Dispute



Unit 50100 Customer 0000000006 Item ID GENE005304 Item Line

Disputed Item Personalize Find | [Icon] [Icon] First 1 of 1 Last

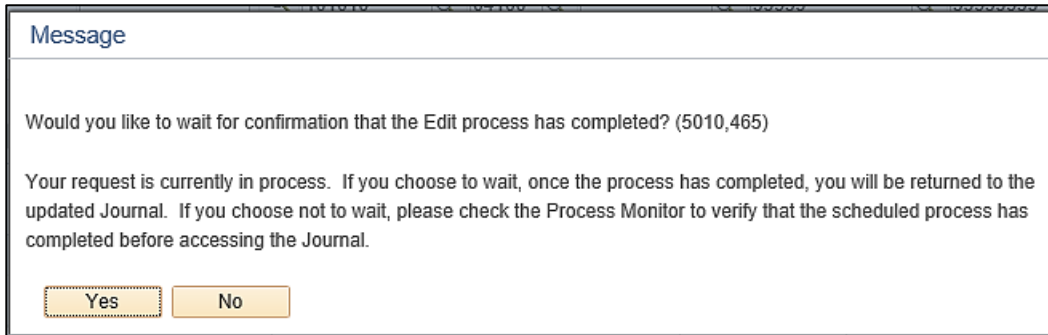
Status	Dispute Date Time	Dispute Date	Dispute Reason	Dispute Amount	User ID
1 Active	11/04/19 10:35:34AM	11/04/2019	DIS	50.00	ROSA.PARKS

Return

Updated Course: [AR323: Billing and Receivables](#) (Pages 55-62)

**General Ledger (GL)**

- New pop-up message displays when editing or posting a manual journal entry from the **Journal Lines** tab, which requires a response.



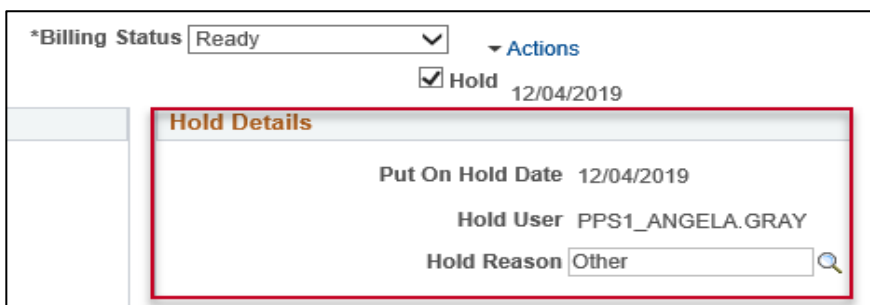
- You must select either **Yes** or **No** to start the Edit process. If you click:
  - **Yes:** The journal edit process will start and you would remain on the **Journal Lines** tab.
  - **No:** The journal edit process will start, you will receive the process instance, and you will be redirected to the **Create/Update Journal Entries** inquiry page.

**Note:** If you leave the page without selecting either the Yes or the No button, the journal edit process **will not run**.

**Updated Course:** [GL332: Processing Journal Entries](#) (Pages 50-52; 76-81)

**Project Accounting (PA)**

- New fields display when a contract's billing plan and/or revenue plan are placed on hold:
  - **Put On Hold Date:** Populates with the current date
  - **Hold User:** Populates with the User ID of the person who puts the Bill Plan on hold
  - **Hold Reason:** User selects the appropriate Hold reason from the drop down list



**Note:** New hold fields will now display on the **Federal Contract Status** report.

**Updated Course:** [PA353: Managing Federal Customer Contracts](#) (Pages 116-118)

**Updated Course:** [PA354: Managing Non-Federal Customer Contracts](#) (Pages 70-71; 123-124)

**Updated Job Aid:** [PA353: Steps to Update Federal Contract Status](#) (Pages 10-12; 19-20)

- New terminology for contracts:
  - “Unbilled AR” has been replaced with “Contract Asset”
  - “Deferred Revenue” has been replaced with “Contract Liability”

**Updated Course:** [PA353: Managing Federal Customer Contracts](#) (Multiple Pages)

**Updated Course:** [PA354: Managing Non-Federal Customer Contracts](#) (Multiple Pages)

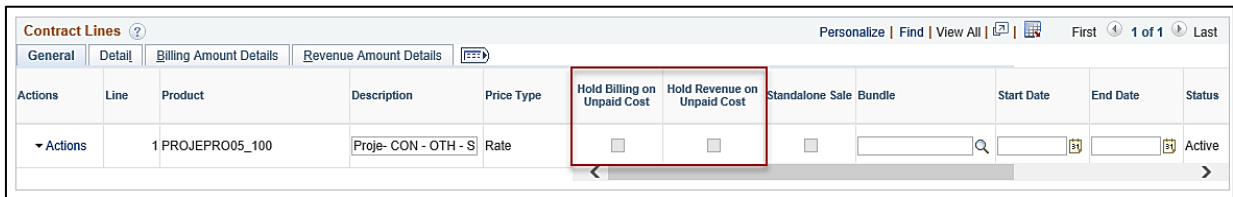
**Updated Job Aid:** [PA: Create a New Rate Set – Non-Structure Billing](#) (Pages 11; 13)

**Updated Job Aid:** [PA: Create a New Rate Set - Structure Billing](#) (Pages 14; 16)

**Updated Job Aid:** [PA354: Create Non-Federal Amount Based Contract](#) (Multiple Pages)

**Updated Job Aid:** [PA354: Create Non-Federal Rate-Based Contract](#) (Pages 22; 24)

- Two new checkboxes display on the **Lines** tab for Rate-Based Contracts only; these fields should be left **unchecked**:
  - Hold Billing on Unpaid Cost
  - Hold Revenue on Unpaid Cost



Contract Lines										Personalize   Find   View All		First	1 of 1	Last	
General		Detail	Billing Amount Details	Revenue Amount Details											
Actions	Line	Product	Description	Price Type	Hold Billing on Unpaid Cost	Hold Revenue on Unpaid Cost	Standalone Sale	Bundle	Start Date	End Date	Status				
▼ Actions	1	PROJEPRO05_100	Proje- CON - OTH - S	Rate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					Active			

**Updated Course:** [PA353: Managing Federal Customer Contracts](#) (Pages 19; 44; 96)

**Updated Course:** [PA354: Managing Non-Federal Customer Contracts](#) (Pages 39; 47-48)

**Updated Job Aid:** [PA354: Create Non-Federal Rate-Based Contract](#) (Pages 29; 31; 38)

**Updated Job Aid:** [PA353: Create a Federal Contract](#) (Pages 6; 8)

- New fields display on the **Distribution** page for Amount Based and Recurring contracts:
  - PCBU:** User must enter PC business Unit (required)
  - Activity:** User must select an activity for the phase being billed and the activity must be active in order to save the distribution (required)
  - Source Type**
  - Category**
  - Subcategory**

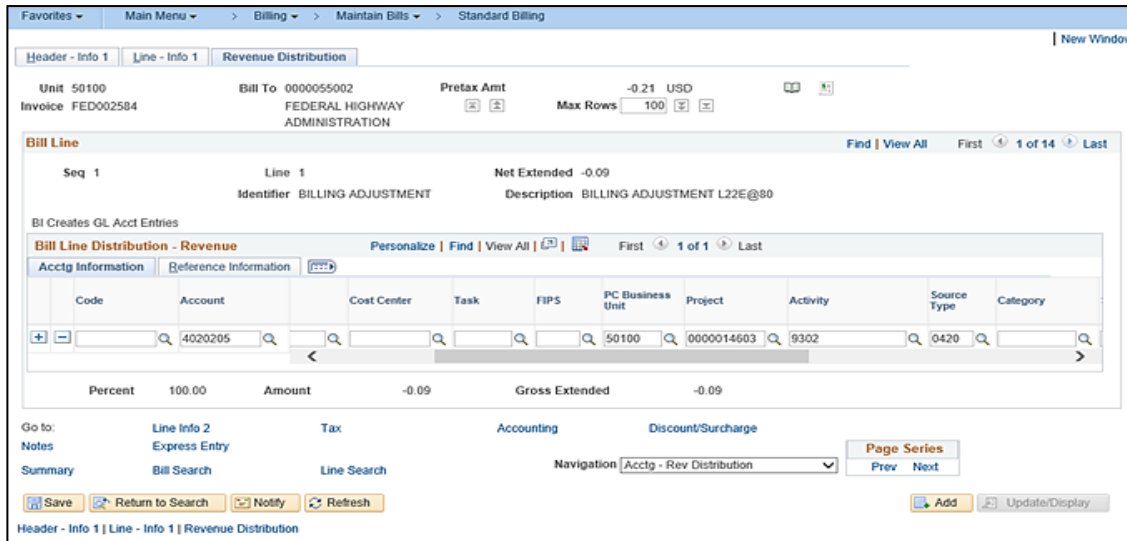
**Note:** If the two required fields above are not populated, along with the other ChartField values, the distribution **will not save**.

**Updated Course:** [PA354: Managing Non-Federal Customer Contracts](#) (Multiple Pages)

**Updated Job Aid:** [PA354: Creating Non-Federal Recurring Contracts](#) (Page 27)

**Updated Job Aid:** [PA354: Create Non-Federal Amount Based Contract](#) (Page 27)

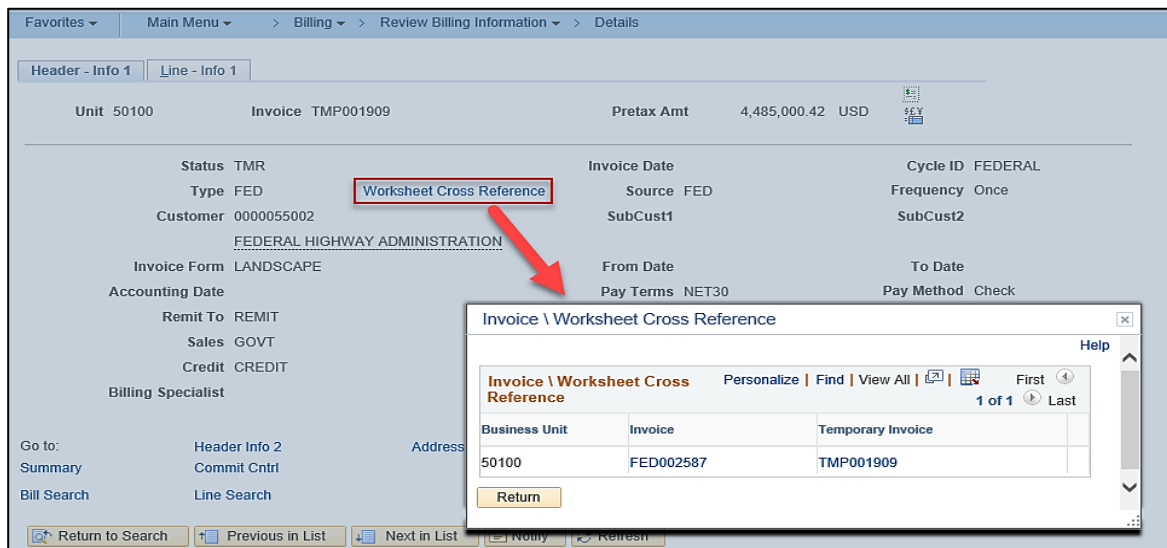
- Federal Billing Adjustments (Online Bills) **Revenue Distribution** page now requires **PCBU**, **Activity** and **Source Type** to be entered, along with other ChartField values.



**Updated Course:** [PA353: Managing Federal Customer Contracts](#) (Page 123)

**Updated Job Aid:** [PA: Billing Adjustment for Change in Federal Participation Rate](#) (Page 8)

- A new link, “**Worksheet Cross Reference**”, allows users to find the corresponding Federal Invoice related to Temporary bills processed. Navigate to the **Review Information Billing Details** page to access the link.



### Procurement (PR)

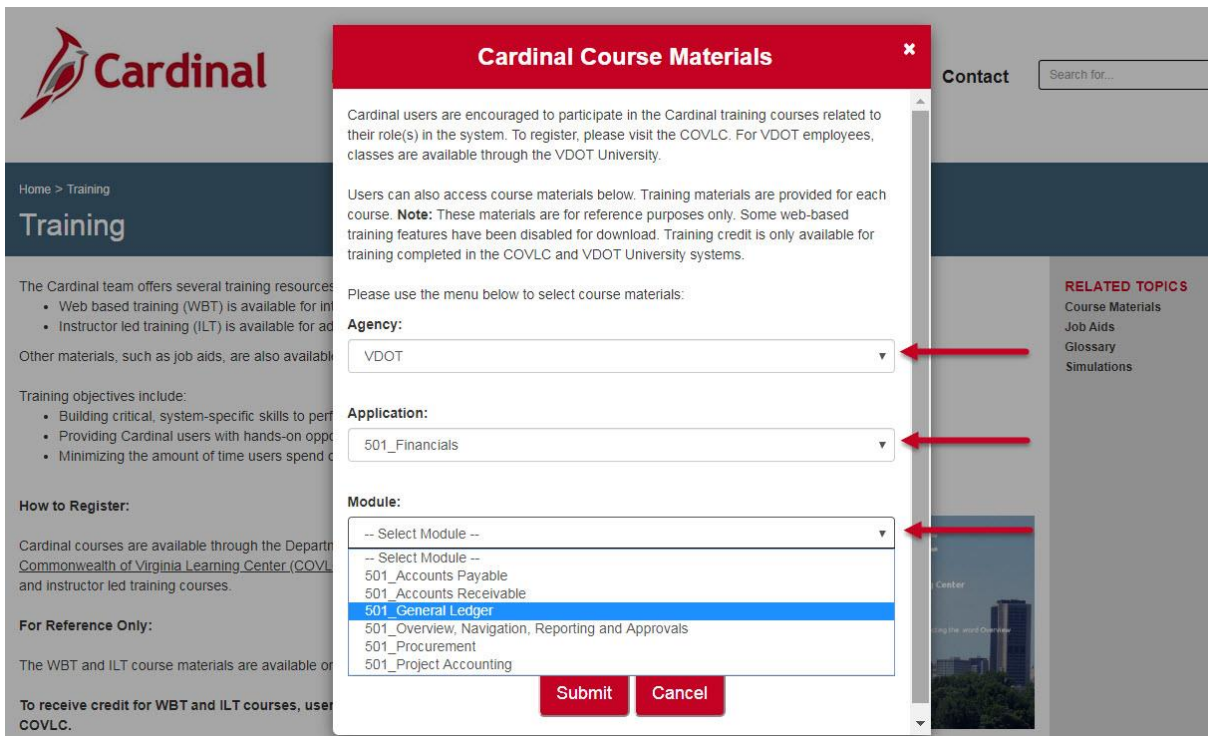
- The **Procurement Contract** page layout has changed. Some existing fields have been moved to different sections. In addition, you may notice new fields on this page, but those fields will not be utilized by Cardinal.

**Course Materials & Job Aids**

Course materials and job aids have been updated on the Cardinal website to reflect these changes and are available for download. You can use the links above to access each resource or you can navigate to course materials and job aids by following the steps below:

On the Cardinal website ([www.cardinalproject.virginia.gov](http://www.cardinalproject.virginia.gov)) navigate to:

- Training
  - Select Course Materials
  - Select Agency: VDOT
  - Select Application: 501\_Financials
  - Select Module
  - Select Course
  - Click Submit



**Cardinal Course Materials**

Cardinal users are encouraged to participate in the Cardinal training courses related to their role(s) in the system. To register, please visit the COVLC. For VDOT employees, classes are available through the VDOT University.

Users can also access course materials below. Training materials are provided for each course. **Note:** These materials are for reference purposes only. Some web-based training features have been disabled for download. Training credit is only available for training completed in the COVLC and VDOT University systems.

Please use the menu below to select course materials:

**Agency:**  
VDOT

**Application:**  
501\_Financials

**Module:**  
-- Select Module --  
501\_Accounts Payable  
501\_Accounts Receivable  
**501\_General Ledger**  
501\_Overview, Navigation, Reporting and Approvals  
501\_Procurement  
501\_Project Accounting

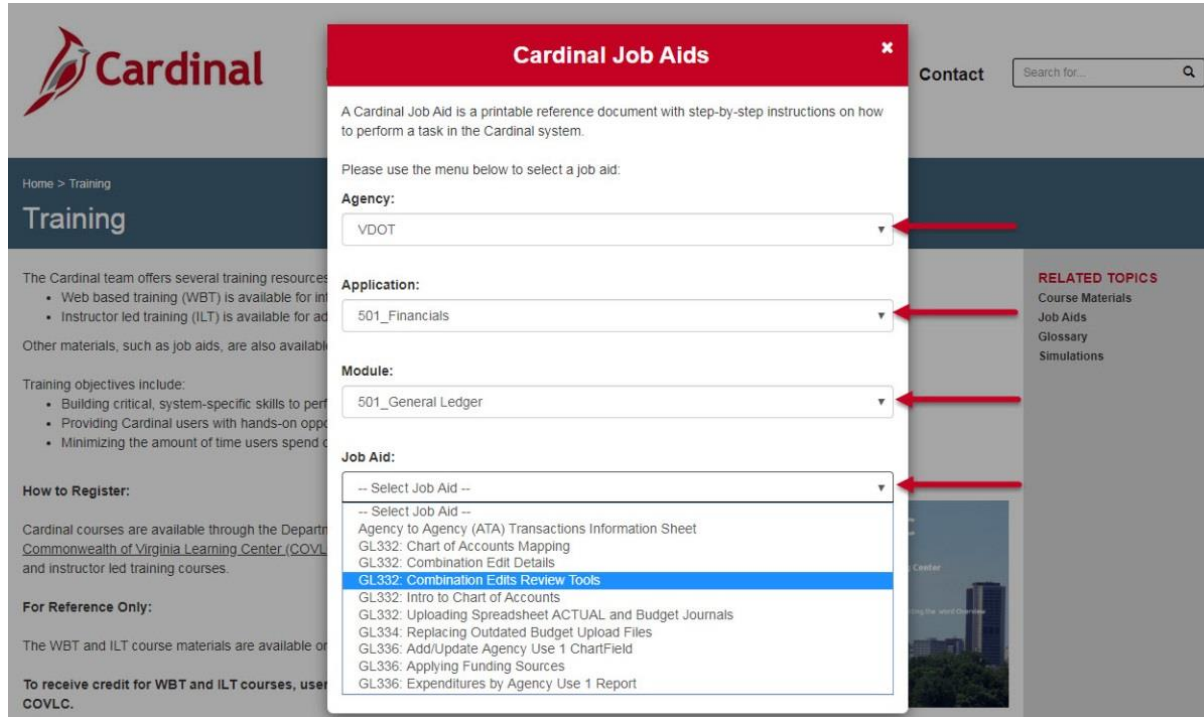
**Submit** **Cancel**

**RELATED TOPICS**  
Course Materials  
Job Aids  
Glossary  
Simulations

On the Cardinal website ([www.cardinalproject.virginia.gov](http://www.cardinalproject.virginia.gov)) navigate to:

- Training
  - Select Job Aids
  - Select Agency: VDOT
  - Select Application: 501\_Financials
  - Select Module
  - Select Job Aids
  - Click Submit





**Cardinal Job Aids**

A Cardinal Job Aid is a printable reference document with step-by-step instructions on how to perform a task in the Cardinal system.

Please use the menu below to select a job aid:

**Agency:**  
VDOT

**Application:**  
501\_Financials

**Module:**  
501\_General Ledger

**Job Aid:**  
-- Select Job Aid --  
-- Select Job Aid --  
Agency to Agency (ATA) Transactions Information Sheet  
GL332: Chart of Accounts Mapping  
GL332: Combination Edit Details  
**GL332: Combination Edits Review Tools**  
GL332: Intro to Chart of Accounts  
GL332: Uploading Spreadsheet ACTUAL and Budget Journals  
GL334: Replacing Outdated Budget Upload Files  
GL336: Add/Update Agency Use 1 ChartField  
GL336: Applying Funding Sources  
GL336: Expenditures by Agency Use 1 Report

**RELATED TOPICS**  
Course Materials  
Job Aids  
Glossary  
Simulations

Updates have been made to additional course materials and job aids to reflect other minor changes you may notice in the upgraded application. For a listing of the documents that have changed, [click here](#).

As a reminder, the Cardinal application will be unavailable to users until approximately **10:00 a.m. on Tuesday, December 10, 2019**. You will receive a notification when Cardinal is back online.

If you encounter a Cardinal issue that cannot be resolved using the provided resources, please email the VITA Customer Care Center (VCCC) at [vccc@vita.virginia.gov](mailto:vccc@vita.virginia.gov) and reference “Cardinal Upgrade – VDOT” in the subject line. The VCCC is used to handle tracking and routing for all Cardinal help desk tickets.

Regards,

The Cardinal Team